

**JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
2400 WRIGHT STREET  
POST OFFICE BOX 8111  
MADISON WISCONSIN 53708-8111**

**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT (MVA) NUMBER 19-113**

**OPENING DATE:** 05 June 2019

**CLOSING DATE:** 02 July 2019

**UNIT/LOCATION:** CRTC, Volk Field, WI

**POSITION:** Radio Transmission Systems

**MILITARY AFSC REQUIREMENTS:** 3D1X3

**MINIMUM SKILL LEVEL REQUIRED:** 3

**AREA OF CONSIDERATION:** Open to all eligible to enter WI ANG AGR Program

**Must possess advertised AFSC**

**No Trainees Accepted.**

**FILL DATE:** TBD

**SALARY RANGE:** Pay and allowance commensurate with military pay.

**MINIMUM GRADE REQUIRED:** SSgt/E-5

**MAXIMUM GRADE AUTHORIZED:** MSgt/E-7

**MAXIMUM GRADE AVAILABLE:** MSgt/E-7

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Member must be medically qualified IAW AFI 48-123, Medical Examination and Standards. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Selected individual must have an HIV test completed within 6 months of AGR start date.
2. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.
6. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.
7. At a minimum, applicants must be able to obtain and /or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

**CONDITIONS OF EMPLOYMENT**

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.

3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.
4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.
5. Existing ANG Promotion Policies apply.

### BRIEF DESCRIPTION OF DUTIES:

In addition to the primary AFSC of 3D1X3, this position will perform the mission essential function of the 3D1X4 and 3D1X7 AFSCs. Performs/supervises the ground radio, PWCS, spectrum management, antenna management, giant voice, mass notification functional areas. Maintain programs associated with these functional areas such as MICT communicators; inspection and compliance areas; generate PWS and oversee all support and maintenance contracts associated with these program areas. Wireless radio and satellite systems and equipment maintenance activities. Oversees work in progress and reviews completed repairs for sound maintenance practices. Establishes requirements for maintenance equipment, support equipment, tools, and spare parts. Requisitions, accounts for, and turns in supplies and material. Interprets inspection findings and determines adequacy of corrective action. Reviews and ensures compliance with maintenance management publications and procedures. Identifies maintenance problem areas and recommends corrective action. Recommends methods to improve equipment performance and maintenance procedures. Evaluates justification and practicability of proposed modifications. Develops and enforces safety standards for ground RF system maintenance activities. Inspects wireless radio/satellite communications activities. Determines equipment operational status. Serves on teams to evaluate cyber systems activities. Interprets inspection findings submitted by other inspecting activities, and initiates corrective action. Determines adequacy of corrective action. Checks installed and repaired components for compliance with technical publications. Resolves installation, repair, overhaul, and modification problems associated with communications equipment. Employs orbiting communication satellite, line-of-sight, and tropospheric scatter techniques. Installs, maintains, reconstitutes, removes, and modifies coaxial cabling, waveguide and antenna systems. Conducts tests to restore and maintain systems. Uses anti-jam equipment and techniques to neutralize effects of communication jamming. Uses layout drawings, schematics, and pictorial diagrams to solve maintenance problems. Analyzes construction and operating characteristics of equipment to determine source of malfunction. Performs intricate alignment and calibration procedures to ensure maximum operating efficiency. Determines repair procedures necessary to correct defective equipment. Installs ground radio, satellite, antenna, RF communications equipment. Consults layout drawings to ensure equipment is properly positioned. Checks equipment for serviceability prior to installation. Assembles, connects, secures, and interconnects components such as transmitters, repeaters, power supplies, and antenna assemblies, coaxial cable. Tests installed equipment for proper assembly of components and compliance with technical orders. Places in operation and tunes, adjusts, and aligns components to obtain maximum operating efficiency. Identifies and locates Radio Frequency interference sources. Refers to plans and equipment specifications to conduct site and equipment surveys, and establishes equipment systems interface. Support installation and customer communications equipment requirements; antennas installation and maintenance. Performs preventive maintenance on communications systems and related equipment. Inspects equipment at specified intervals to determine operational status. Replaces defective components. Performs operational checks. Updates maintenance data collection records and systems to document actions completed. Repairs, overhauls, and modifies communications and related equipment. Isolates malfunctions using system checking procedures, required test equipment, analyzing voltage and waveform measurements, schematic diagrams, and equipment operating characteristics. Repairs equipment, including transmitters, receivers, transceivers, and related equipment. Tunes and adjusts components. Adjusts, aligns, and calibrates equipment for maximum operating efficiency. Fabricates and connects various types of antenna systems transmission lines, and coaxial cables. Understands antenna fundamentals, including antenna theory and principles of rotators, amplifiers and control cables. Tests repaired components using bench mockups and related test equipment. Maintains inspection and maintenance records to include organizational device accounts. Posts entries on maintenance and inspection records. Records meter readings and other pertinent data in equipment logs. Completes maintenance data collection forms. Performs installation spectrum management duties as required. Engineers, nominates, assigns, and proactively ensures access to frequencies that support communications and operational requirements. Coordinates frequency needs with Federal, military, and civil spectrum management agencies. Secures operating authority, and ensures the least possible interference is caused or received by Air Force electromagnetic systems. Drafts and reviews spectrum interference reports. Resolves electromagnetic interference problems with the use of spectrum analysis software, and spectrum scanning equipment. Support other duties as necessary: IMDS, GPC program, ECO duties, CATV systems, etc...

### SPECIALTY QUALIFICATIONS:

**Knowledge.** Knowledge of: electricity and radio theory, including transistors, solid-state components, and digital techniques applying to ground RF communications and related equipment maintenance; and interpretation of management information data, technical orders, blueprints, wiring diagrams, and schematic drawings is mandatory.

**Education.** For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Additional courses in physics and mathematics is desirable. Any computing or network commercial certification is desirable.

**Training.** For award of AFSC 3D133, completion of RF Transmissions Systems initial skills course is mandatory.

**Experience.** The following experience is mandatory for award of the AFSC indicated:

- 3.4.1. 3D153. Qualification in and possession of AFSC 3D133. Also, experience in functions such as; testing, tuning, adjusting, maintaining, or repairing ground RF communications and related equipment, and using specialized test equipment.
- 3.4.2. 3D173. Qualification in and possession of AFSC 3D153. Also, experience supervising functions such as siting, installing, repairing, overhauling, or modifying ground RF equipment, and using test equipment.

**Other.** The following are mandatory as indicated:

- 3.5.1. For entry into this specialty:
  - 3.5.1.1. Normal color vision as defined in AFI 48-123, Medical Examinations and Standards.
  - 3.5.1.2. See attachment 4 for additional entry requirements.
- 3.5.2. For award and retention of this AFSC:
  - 3.5.2.1. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
  - 3.5.2.2. Specialty requires routine access to Secret material or similar environment.
- 3.5.3. For award and retention of AFSCs 3D153/73:
  - 3.5.3.1 Completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, Personnel Security Program Management.

## HOW TO APPLY

**All applicants must submit a complete application packet to J1 to be considered for an AGR position. All Applicants must submit an application that includes the following:**

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- ☐ If you are unable to obtain or must substitute required documents, a detailed statement must be provided in the Application Cover letter to justify the absence. **Failure to include justification for missing or replaced documentation in cover letter will result in disqualification of Application. Documents submitted after the closing date will not be accepted.**
- ☐ NGB Form 34-1 (Application for AGR Position) dated 11 November 2013 (**must be provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ Record Review RIP (**NOT point credit summary or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from VMPPF. If you cannot pull contact your A1.
- ☐ All airmen will provide a satisfactory fitness test by the last day of the month (must meet this requirement by the closing date).
- ☐ Current (within 12 months) **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable. If you do not know where to obtain a 422 contact your Medic section. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.
- ☐ DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006.\*

*\*The Wisconsin National Guard is an organization that values diversity and inclusion. As part of our recruitment process, we invite all job seekers interested in employment with The Wisconsin National Guard to voluntarily provide gender and ethnic information for \*Equal Employment Opportunity reporting. We do not use this self-identification information in any manner to make our hiring decisions, and whether or not you provide your self-identification information will have no impact on our review of your resume and/or application.*

- ☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

1. E-mail **SCANNED** application encrypted to [ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil](mailto:ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil). An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3720 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. Applications can also be mailed at applicant's own expense (next day mail suggested) or hand carried to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-AGR (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Do not submit application packets in three-ring binders, 2 sided, on card stock, or staple pages together. Must be received prior to closing date or it will be disqualified (do not mail out the last day job announcement is open!) Individuals may call 608-242-3720 or 608-242-3730 before job-closing date to ensure the application was received.

3. **J1 will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included.** If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail [Ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil](mailto:Ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil)